

File: ODP Jan

2 DEC 1981

MEMORANDUM FOR: Deputy Director of Data Processing
Deputy Director for Processing
Deputy Director for Applications
ODP Division/Staff Chiefs

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: Absence of the Executive Officer, ODP

STAT

[] is designated Acting Executive
Officer from 7 December through 18 December 1981,
during the absence of []

STAT

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[]
Bruce T. Johnson

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cc: []

*File: ODP
General*

02 DEC 1981

MEMORANDUM FOR: Deputy Director for Applications
Deputy Director for Processing
Chief, Special Projects Staff
Chief, A Division
Chief, B Division
Chief, C Division
Chief, Engineering Division
Chief, Systems Programming Division
Chief, Operations Division,
Chief, Production Division
Chief, Management Staff

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: Personal Health Guide

We so frequently speak of our people as being our greatest resource it has almost become a cliché. But nonetheless it is true. Their health is important to their personal welfare and this Office's productivity. I hope you will share the attached booklet with your people to help them and their families keep fit. Unfortunately, the booklet is expensive. So we only ordered 12 copies.

/s/ Bruce T. Johnson

Bruce T. Johnson

Attachment: a/s

Admin Staff and FO will share a copy

O/D/ODP/[]:kf 02 December 1981

Distribution:

- 1 - ea Addressee w/att.
- 2 - O/D/ODP w/att.
- 2 - ODP Registry w/o att.

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